



south dakota
DEPARTMENT OF EDUCATION
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TO: Authorized Representatives
National School Lunch, School Breakfast, and Special Milk Programs

FR: Sandra Kangas, Supervisor
Child & Adult Nutrition Services

DT: July 5, 2006

RE: Combined Application Renewal for Child Nutrition Programs

The annual renewal application for child nutrition programs is enclosed. The application packet is due September 1, 2006. If additional copies are needed or the agency desires to participate in additional programs, please contact the secretary at 773-3413 and she will mail the additional sections. These are also available on the Department of Education - Child & Adult Nutrition Services website.

The agency must submit one combined application (Part 1) with information for all of the various programs it operates. This makes it essential for all involved personnel to communicate closely. The person signing part 1 should be the chief administrative officer authorized to enter into agreements. It is acceptable for that person to designate others to be the "authorized representative" for individual program(s) to receive mailings and correspond with this office.

Check through parts 2 and 3 that are currently on file at the district and submit changes. It is not necessary to submit a change for part 2(E) regarding audit as that piece is obtained through the annual audit statement from Finance & Management.

Instructions for all sections are included on colored pages. Read through these carefully before beginning. All agreement packets are available on our website in the specific program's section at <http://doe.sd.gov/oess/cans/index.asp>. It can be downloaded and completed on your computer. It must be submitted by mail as it requires an original signature.

There are no changes at this time for the 2006-07 program year. The School Nutrition Programs recently spent a good deal of time in the last year writing wellness policies and food safety policies and procedures. The policies and procedures will be implemented this

year. The Child & Adult Care Food Program did not have many changes as they have had in the past.

The Justice for All posters from the prior year should be used until such time as we are able to provide the new posters from US Department of Agriculture. The Justice for All posters should be in each dining/service area visible to the patrons (children and/or parents). When the new posters arrive, please remove and destroy old versions. There only needs to be one Justice for All poster in each area.

Due to the number of changes resulting from the reauthorization, a new school nutrition agreement (Part 4), food distribution agreement (Part 5) and a new Policy Statement (Part 6) was developed and printed. This is clearer than numerous amendments and changes to the document. Signature on Part 1 indicates agreement and acceptance of the changes.

Summer Food Service Program (SFSP) information will be mailed out in the spring of 2007 that must be completed and returned for approval at that time.

Reimbursement for meals and use of commodities must be suspended unless the Application is approved by October 1. That may mean loss of payment, not just a delayed payment, in some instances. If you have problems understanding or completing the Application, please contact a child nutrition program specialist from this office.

If any changes to the Application or Agreement or personnel changes are made during the year, the authorized representative must submit the changes in writing. Agencies must be licensed or accredited, as appropriate, to participate.

Record Retention - All Programs: The previous agreement and approved application must be kept on file for three (3) years past the current year. If an audit on those records is in process, the records must be kept on file until the audit is complete and closed. If the local agency has a policy to retain records for a longer period of time, that is acceptable.

Information and guidance on determining eligibility and verification, site monitoring, verification, appeal procedures, and school lunch edit checks can be found in the USDA and State Guidance Manuals for each program and the state numbered memos. The numbered memos are also available on the CANS website in the appropriate program section at doe.sd.gov/oess/cans/index.asp.

Food Service Management Company Contracts must be approved by Child & Adult Nutrition Services. They must meet federal contract standards as well as state law.

Reimbursement rates for program year 2006-2007 and claim forms will be sent under separate cover. The claim for July, due in August, will be the first of the year to be submitted on the new form. The June claim, due in July, is still part of the prior year. Claim forms can also be accessed from the CANS website.

Audit statements were due March 31 for most agencies or 9 months after the end of the agency's fiscal year. Each local agency must provide a copy of their audit or certify that the agency is exempt from audit.

Tribal addendums will be mailed directly to the Tribal President's/Chairperson's office from Child and Adult Nutrition Services.

Please understand this is a very busy time and personnel are apt to be on the telephone. You can leave a message on the voice mail. Be assured your call will be returned as soon as possible. Staff may also be contacted through electronic mail.

Questions can be referred to the respective Child and Adult Nutrition Services or Office of Finance and Management staff members at 773-3413. Direct numbers are also provided.

Child & Adult Nutrition Services - DOE
800 Governors Drive, Pierre, SD 57501-2235

fax: 605-773-6846

Melissa Halling (CACFP) melissa.halling@state.sd.us	773-3566	Combined Application, NSLP/SBP/SMP/CACFP Sections, Operating Procedures, Meal Counts, Applications for Free and Reduced Price Meals/Free Milk, Special Provisions
Jean Schuurmans (NSLP) jean.schuurmans@state.sd.us	773-6026	
Marlyce Micklos (NSLP) marlyce.micklos@state.sd.us	773-3610	
Janelle Peterson (NSLP/CACFP) Janelle.peterson@state.sd.us	280-4278	Technical Assistance
Amy Richards amy.richards@state.sd.us	773-4718	Nutrition Education, Team Nutrition, Certification Institute
Elaine Scott elaine.scott@state.sd.us	773-3110	Processing Contracts, Donated Food, Commodity Orders and Receipts
LeEtta Shaffner leetta.shaffner@state.sd.us	773-4353	Commodity Orders and Receipts
Cassandra Pope cassandra.pope@state.sd.us	773-3110	SFSP Applications and Procedures Processed Commodities
Shar Venjohn shar.venjohn@state.sd.us	773-3413	Additional Program Application Sections, direct questions
Sandra Kangas sandra.kangas@state.sd.us	773-4746	General Program Questions, Food Service Management Company Contracts, Special Provisions

Office of Finance and Management - DOE
700 Governors Drive, Pierre, SD 57510-2291

fax: 605-773-6139

Accounting position Currently vacant	773-3456	Reimbursement Procedures, Financial Statements, Special Provisions
Laurie Schumacher laurie.schumacher@state.sd.us	773-3349	Claims for Reimbursement

Claim due dates for 2006-07: When the due date falls on a weekend or holiday, the claim is due the following business day.

Claim Month:	Due Date	Final Deadline (60 days)	Upward Revisions Due (90 days)
July	Aug 10	Sept 29	Oct 29
August	Sep 10	Oct 30	Nov 29
September	Oct 10	Nov 29	Dec 29
October	Nov 10	Dec 30	Jan 29
November	Dec 10	Jan 29	Feb 28
December	Jan 10	Mar 1	Mar 31
January	Feb 10	Apr 1	May 1
February	Mar 10	Apr 29	May 29
March	Apr 10	May 30	Jun 29
April	May 10	Jun 29	Jul 29
May	Jun 10	Jul 30	Aug 29
June	Jul 10	Aug 29	Sep 28